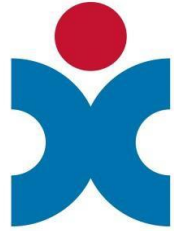




DC | DEPARTMENT of  
HUMAN SERVICES

DC Department of Human Services  
Family Services Administration

**RFA-FVPSA Domestic Violence**  
*(Family Violence Prevention Services Act)*  
**April 30, 2024**



DC | DEPARTMENT *of*  
HUMAN SERVICES

# Welcome

# Agenda

- Welcome
- Introduction
- History and Background
- Eligibility
- Solicitation Overview
- Grantee Requirements
- Staff Requirements
- Deliverables
- Application Format
- Evaluation Factors
- Application Deadline & Submission
- Q&A (Submit through Smartsheet)

# Introduction

## DHS Staff:

Tracy Coleman  
Grant Management Specialist  
DHS-FSA (OPS)

Jennifer Miné  
Supervisory Grant Management Specialist  
DHS-FSA (OPS) FVPSA Administrator

Lindsay Curtain  
Senior Policy Advisor for Strategic Planning and  
Data Division (SPDD)

# HISTORY AND BACKGROUND

## FAMILY VIOLENCE PREVENTION SERVICES ACT (FVPSA) PROGRAMS

Enacted into law since 1984 under the Child Abuse Prevention and Treatment Act ([42 U.S.C. § 10401 -10414](#)), the Family Violence Prevention and Services Act (42 U.S.C. § et seq) (FVPSA) funds the federal response system to ensure vital crisis services and shelters are available to individuals experiencing domestic or dating violence and their dependents. When FVPSA was first written, Congress used the term “family violence” in the legislation as synonymous with domestic violence.

# Eligibility

To be eligible to receive a sub-award from a state, an entity shall be—

- (1) a local public agency, or a non-profit private organization (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations) that assist victims of family violence, domestic violence, or dating violence, and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence; or
- (2) a partnership of two or more agencies or organizations that includes—
  - i. an agency or organization described in paragraph (1); and
  - ii. an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services

# Eligibility

The Department of Human Services (DHS), in collaboration with the District of Columbia Coalition Against Domestic Violence (DCCADV), encourages partnerships among service providers. This partnership aims to achieve two objectives:

- a) To ensure that families and individuals of diverse ethnic backgrounds have access to case management services provided by supportive agencies that understand the nuances of their specific culture and heritage. This will help them to access housing through another provider.
- b) To provide support to housing providers and help them create welcoming and supportive spaces for all community members. This includes those who come from a distinct community and can access case management services at culturally-specific service providers while in their housing program.

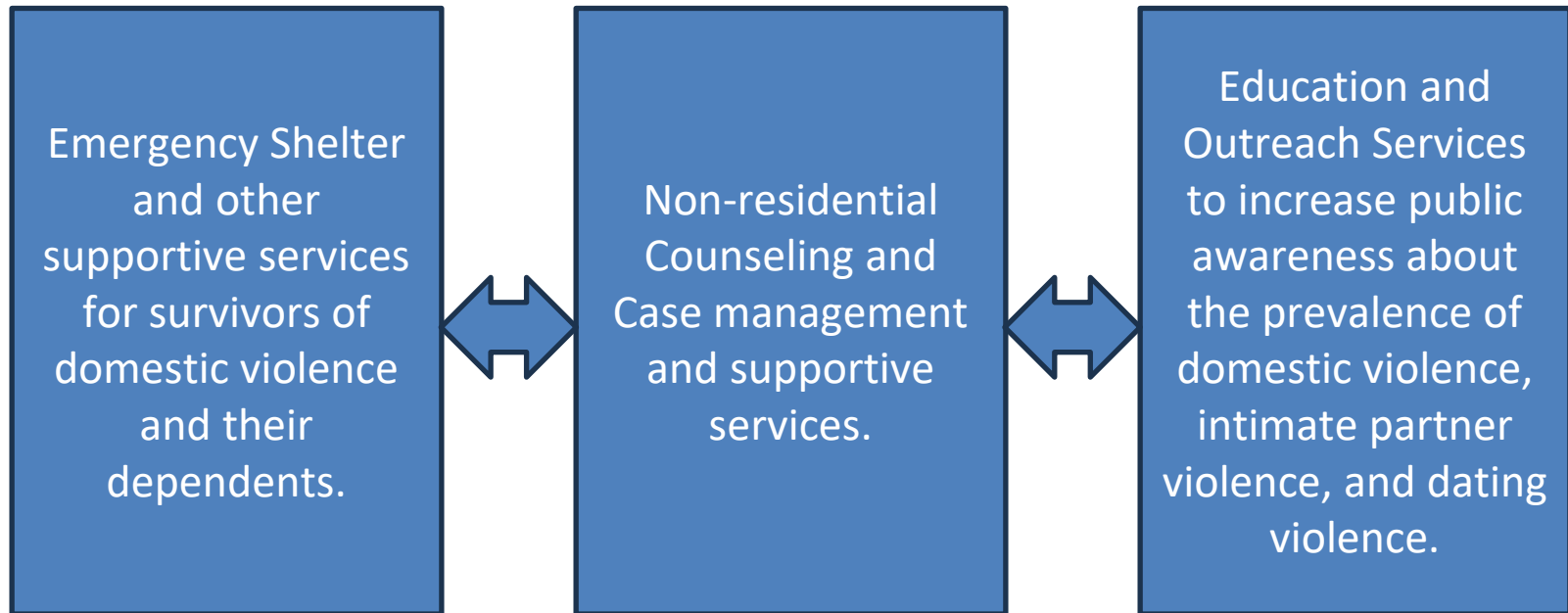
# Solicitation Overview



# Solicitation Overview

## FAMILY VIOLENCE PREVENTION SERVICES

### ACT (FVPSA) PROGRAMS



# Solicitation Overview:

## Emergency Shelter and Supportive Services

The Grantee shall provide comprehensive shelter services which shall include, but are not limited to, emergency shelter, crisis intervention, supportive services, and case management services to adult and youth survivors of family violence, domestic violence, or dating violence and their dependents. The shelter services shall be provided within the Continuum of Care defined in The Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-751.01 *et seq.*).

### **Target Population**

Adult and youth survivors of family violence, domestic violence, or dating violence, and their dependents.

# Solicitation Overview:

## Emergency Shelter and Supportive Services Provisions

- **Emergency Shelter**
  - The Grantee must provide temporary refuge and supportive services to survivors of family, domestic, or dating violence and their dependents, in compliance with State or Tribal laws.
  - The services should be available 24/7/365. Emergency housing can be provided in apartments, hotels, or shelters. If the shelter is full, the provider must refer to an alternative.
- **Safety Planning**
  - A safety plan is a voluntary personalized, practical plan to improve the safety of survivors experiencing abuse, preparing to leave an abusive situation, or right after leaving. It includes vital information tailored to the survivor's unique situation.
  - The Grantee shall develop a safety plan for each survivor receiving shelter services within the first 15 days of services and should updated as needed.
  - Survivors can decline to develop a safety plan however; the opportunity should be offered to all survivors.

# Solicitation Overview:

## Emergency Shelter and Supportive Services Provisions

- **Exit Planning**

- Grantees must create exit plans for survivors in shelters. The plan helps survivors transition to stable and safe housing.
- Survivors can decline to develop an exit plan however; the opportunity should be offered to all survivors residing in shelters. Virginia Williams Family Resource Center can assist with referrals to the District's Family Rehousing and Stabilization Program (FRSP), also known as Rapid Rehousing for families.

- **Connections to Services and Public Benefits**

- The Grantee is responsible for referring the client to other service providers and programs that may be useful for them and facilitating 'warm hand-offs.' Services may include legal advocacy, mental health assessment and services, childcare, job services, and education and occupational training programs.
- The Grantee must also evaluate the client's eligibility for public benefits, such as Temporary Assistance for Needy Families (TANF) or the Supplemental Nutrition Assistance Program (SNAP) and make appropriate referrals.

# Solicitation Overview:

## Non-residential Counseling and Case management

The Grantee(s) shall provide nonresidential counseling, case management, and supportive services to include individual and group sessions for survivors of domestic violence and their dependents.

### Target Population

Adult and youth survivors of family violence, domestic violence, or dating violence, and their dependents.

### Counseling

- Individual Supportive Counseling
- Group Supportive Counseling
- The approach must be trauma-informed and empowering. Life skills education and counseling must also be provided to victims/survivors.
- The services provided must accommodate the schedules of victims/survivors and can be made available in person, via phone, or online.

# Solicitation Overview:

## Case management and Supportive Services

### Case Management

- Children's Services: Activities and programs for child clients other than counseling included.
- Employment Services: Support clients in gaining skills and resources for securing employment.
- Financial Assistance: Help clients access community financial support services.
- Advocacy: Help clients find safe housing or relocate.
- Specific Assistance: Provide financial and/or material resources.
- Transportation: Provide or assist with transportation.
- Safety Plans: Provide or assist survivors with implementing safety plans.

# Solicitation Overview:

## Education and Outreach Services

The Grantee(s) shall provide education and outreach services for the purposes of preventing domestic violence/intimate partner violence/ dating violence and providing the target population with awareness of the resources and support systems that exist in the District for anyone who is experiencing domestic violence/intimate partner violence/ dating violence.

### Target Population

DHS/FSA aims to educate immigrant ethnic and special communities in DC about domestic violence services. They plan to organize workshops, conferences, and public events, and distribute safety information in multiple languages through newspapers, brochures, flyers, and TV/radio programs. Additionally, DHS/FSA plans to target one under-served population, such as seniors, adolescents, the LGBTQ+ community, or individuals with disabilities, to provide information, education, and outreach campaigns about domestic violence through various means.

# Solicitation Overview: Education and Outreach Services

## Required Services:

- Present or train adults and the general population about Domestic/Intimate Partner violence and/or services related to victims of Domestic/Intimate Partner violence and their dependents. For youth targeted community education presentations or training topics may include Domestic/Intimate Partner violence, dating violence, healthy relationships, or available services for victims.
- Domestic/Intimate Partner violence-focused information forums where Domestic/Intimate Partner violence information is distributed, yet an exact count of the audience cannot be obtained (i.e. a press conference, a booth at a health fair, a Pow Wow).
- Public relations and public education materials shall be available in other languages for any ethnic group with a presence in the community and the geographic area served.



# Solicitation Overview:

## Award Period

- Award Period: October 1, 2024 – September 30, 2025
- This grant is being offered for one year with an option to renew for two additional years.

# Grantee Requirements

# General Requirements

## ➤ Reporting Requirements

- **Monthly Reporting**-Grantees should be prepared to report information to DHS/FSA in a manner conducive to the database management system to be utilized for this grant and provide a monthly report to the grant administrator by the 15th day after the end of each month.
- **Annual Report**-The applicant shall submit to the DHS/FSA FVPSA/Grant Administrator, at the DHS/FSA, a final report no later than the 30th day after the expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

## ➤ Coordination and Communications

- Mandatory quarterly program meetings
- Client satisfaction surveys
- Monthly provider check-ins (agency news, budgets, invoicing, issues/concerns, etc.)

# General Requirements

## ➤ Staffing requirements

- Educational background, including all relevant diplomas, degrees, and relevant certifications
- Licenses, certifications, and training, required for the position; and
- Completing staff suitability screening (criminal record background checks/drug screenings)
- Maintaining personnel files for each project staff
- Maintain a current organizational chart

## ➤ Facility requirements

- Onsite Services providers must have a manager for day-to-day operations, case management and other supportive services, 24-hour residential supervision and monitoring, security, janitorial, and food services.

# Deliverables

# Deliverables

Program Deliverables	Frequency	Delivery	Due Dates
Work Plan	Once	Electronically	30 days following grant execution
Monthly Data Report	Monthly	Electronically	15th of every month
Annual Report	Once	Electronically	30 day after expiration of the grant agreement
UIR	As needed	Electronically	No later than 24 hours of occurrence
Financial Deliverables	Frequency	Delivery	Due Dates
Invoices	Monthly	Electronically	10th of every month
Program Budget	Once	Electronically	Due at application
Budget Narrative	Once	Electronically	Due at application
Financial Report	Once	Electronically	30 days after expiration of grant agreement
Insurance	Once	Electronically	Prior to award acceptance
Operation Deliverable			
COOP Plan	Once	Electronically	30 days following grant execution
Staff Clearance	Initial/Yearly/Biannually	Electronically	See Staff Suitability Screening for frequency

# Application Format

# Application

**Prospective grantees can submit applications for the following categories:**

- Emergency Shelter and Supportive Services
- Non-residential Counseling Case Management
- Education & Outreach

*(If you are applying for more than one category, please submit a separate application for each category.)*



# Application Format

**(A separate application must be submitted for each category of funding)**

## **Description of Application Sections**

Applicants should include all information needed to adequately describe their objectives and plans for services.

- Applicant Profile
- Table of Contents
- Applicant Summary
- Project Narrative (Maximum 12 pages)
- Program Budget and Budget Narrative
  1. Personnel
  2. Fringe Benefits
  3. Supplies
  4. Other
  5. Indirect Cost Rate
- Match Funds
- Certifications and Assurances
- Appendices

# Application: Attachments

Attachment A:	Applicant Profile
Attachment B:	Certifications
Attachment C:	Assurances
Attachment D:	Original Receipt
Attachment E:	Work Plan
Attachment F:	Staffing Plan
Attachment G:	Budget
Attachment H:	Monthly Reports
Attachment I:	Collaboration Commitment Form
Attachment J:	Confidentiality Statement
Attachment K:	Client Satisfaction Survey
Attachment L:	Collecting Outcome Evaluation Data
Attachment M:	Annual Report Client Satisfaction Report

# Scoring Criteria

# Scoring Criteria

## ➤ **Emergency Shelter and Supportive Services**

- Criterion A: Program Design (Total 50 Points)
- Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)
- Criterion C: Budget and Budget Narrative (Total 20 Points)
- Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

# Scoring Criteria

## ➤ **Nonresidential Counseling, Case Management and Supportive Services**

- Criterion A: Program Design (Total 50 Points)
- Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)
- Criterion C: Budget and Budget Narrative (Total 20 Points)
- Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

# Scoring Criteria

## ➤ **Education and Outreach Services**

- Criterion A: Program Design (Total 50 Points)
- Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)
- Criterion C: Budget and Budget Narrative (Total 20 Points)
- Criterion D: Confidentiality, Data, and Reporting (Total 10 Points)

# Application Deadline & Submission

# Application Deadline

To be considered for funding, Applications must be received no later than **5:00**  
**p.m. on Wednesday, May 22, 2024**

**Applications received after 5 pm will not be considered**



# Application Submission

- Applications will only be accepted electronically via email.
- Tracy Coleman  
Grant Management Specialist  
Email: [Tracy.coleman@dc.gov](mailto:Tracy.coleman@dc.gov)

# Milestones

- Pre-Bid meeting questions deadline (May 3, 2024)
- Pre- Bid meeting questions consolidated and distributed (May 7, 2024)
- Grantee(s) selected (Mid-July)
- Grant Awarded (October 1, 2024)



## Q&A

Additional RFA questions will be accepted via email at  
[Tracy.coleman@dc.gov](mailto:Tracy.coleman@dc.gov)  
*(please place “RFA Question” in the subject line)*

# Contact Information

Tracy Coleman  
Grants Management Specialist  
Email: [Tracy.coleman@dc.gov](mailto:Tracy.coleman@dc.gov)

Thank you.